



Farmers Market Promotion & Retail Grant Program

Tennessee Agricultural Enhancement Program

APPLICATION - FY2008-2009

Deadline: October 1, 2008

(Please Type or Print Legibly)			
Date:		Office Use Only – Date Received	
APPLICANT INFORMATION			
Farmers Market:			
Contact:		Title:	
Address:		County:	
City:		State:	Zip:
Phone:		Fax:	
E-mail:		Website:	
PUBLIC ENTITY SUBMITTING GRANT APPLICATION			
Public Entity:			
Contact:		Title:	
Address:		County:	
City:		State:	Zip:
Phone:		Fax:	
E-mail:		Website:	
Federal Tax ID Number:			
Type of Organization: <input type="checkbox"/> Government <input type="checkbox"/> Educational <input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Other _____			
SUMMARY INFORMATION-EXISTING MARKETS			
# of Vendors:		Total Annual Vendor Sales:	
# of Farm Product Vendors:		Total Annual TN Farm Product Vendor Sales:	
# of Vendors of TN Farm Products:		Annual Farm Product Vendor Sales generated from TDA Market Development assistance (PTP promotions):	
# of Farmers Market Employees	Full-time:	# of Farmers Market Volunteers:	
	Part-time:		
FUNDING REQUEST SUMMARY			
Brief Description of Project(s):			
Amount of Funding Requested:		\$	
- CONTINUED -			

APPLICATION PROPOSAL – QUESTIONNAIRE & BUDGET

Provide a typed application proposal addressing each of the following questions in the outline format presented below. If item is not applicable to your market, write n/a (not applicable). This is the primary information that the selection committee will review in their efforts to decide which proposals are funded. Therefore, it is important to answer questions completely. Maximum of 5 pages in length.

1. Describe your organization.
 - a. Year established
 - b. Management overview (dedicated manager or management team, farmers' advisory committee or board of directors with significant Tennessee farmer participation)
 - c. Organizational goals
2. Have you applied for funding through the TDA previously?
 - a. Program name: TAEP or TN Ag Development Fund (Ag Tag)
 - b. Fiscal year
 - c. Brief description of project
 - d. Amount approved
 - e. Amount paid
 - f. Results of past project(s)
3. Describe your proposed project(s).
 - a. List each proposed project individually.
 - b. Indicate how the project(s) will benefit your market's vendors and help increase their farm income.
4. Outline the steps and time frame for completing your proposed project. *Projects and reimbursement paperwork must be completed by **June 1, 2009**.
5. Provide a **detailed, line-item budget** for each proposed activity, using the format presented below. Indicate which items will be involved in grant funding. Minimum amount of request is \$2,500; maximum is \$10,000.

Item Description	Source of Cost Quote	Cost	Funding Request
Website Development	See attached written cost estimate	\$1,450.00	\$1,450.00
Brochures (15K)	FedExKinko's: 615-771-7999	\$825.00	\$825.00
Signs – vinyl banners	Same as above	\$225.00	\$225.00
Total Amount of Funding Requested:			\$2,500.00

Only applications that are complete and include sufficient information will be considered for evaluation.

I certify that all the information on this application is complete, true, and factual to the best of my knowledge and belief. I understand that providing any false, fraudulent, or misleading information may result in penalties and/or make this farm/tract ineligible to participate in present and/or future Tennessee Department of Agriculture programs. **I also understand that failure to utilize allocated funds can affect eligibility for future programs.**

Contact Signature:

Date:

TN Dept. of Agriculture
Attn: Laura Fortune
Mail To: P.O. Box 40627
Nashville, TN 37204

Laura Fortune
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Program
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Laura.Fortune@tn.gov

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